

**NOTICE**

There is a job vacancy with the **Bay County Department of Housing - Center Ridge Arms.**

JOB TITLE:	<b>MAINTENANCE II</b>
RATE OF PAY:	\$12.71 per hour entry, progressing to \$15.01 per hour after 2 years (TU06)

Full-time position, with benefits.

**In accordance with the Agreement between Bay County and Local 15157, United Steelworkers, qualified County employee applicants may first be considered.**

**GENERAL SUMMARY:** Sets priorities and completes work assignments for maintenance work. Completes tasks of semi-skilled and skilled trades including lock-smithing, pneumatics, hydraulics, carpentry, plumbing, electrical, landscaping, masonry, asphalt, caulking, painting, wood-staining and restoration, drywall (rough and finish), lawn sprinkler repair, boiler inspections and appliance repair, and knowledge of proper products, tools and techniques for the janitorial trade. Will be required to work on-call hours.

**TYPICAL DUTIES:**

1. Ensures that all work performed under contract is in conformance to contract specifications.
2. Estimates time and materials necessary for job.
3. Performs electrical repairs such as installing light fixtures, repairing/replacing/testing electrical outlets, switches, ground fault interrupters, breakers. Troubleshoot/repair/replace motors.
4. Performs plumbing repairs such as opening clogged drains, draining water fountains, repairing plumbing fixtures such as faucets and sinks, mends leaking pipes, repairs/replaces garbage disposals.
5. Builds wooden items such as support pieces, shelves, benches, cabinets. Installs and repairs kitchen cabinets.
6. Repair office furniture and equipment.
7. Observes operation, monitor gauges and instruments and performs routine service and maintenance operations on heating systems.
8. Performs minor repairs, lubricates and maintains lawnmowers, blowers and other lawn equipment.
9. Assists in receiving and storing supplies and materials.
10. Moves furniture to assist in rearranging office, maintenance room, etc.
11. Maintains door closers and locks.
12. Uses and operates a variety of trade and hand tools such as electric saws, drill press, measuring tapes, levels, plumb bob’s, volt/OHM meters, pipe wrenches, monkey wrenches, faucet wrenches and various other power tools and hand tools.
13. Remove snow and ice from entrances, sidewalks and parking lot(s).
14. Demonstrates knowledge of painting, types of paints, proper application techniques for various types of paints, stains, staining processes, paint strippers, tack rags, brushes.
15. Masonry work including repair of concrete block, cinder block, anchors, repair of holes and cracks, etc.
16. Asphalt repair including the repair of cracks, holes and striping.
17. Drywall replacement/repair to include taping and mudding up to and including finish work to achieve a paintable surface.
18. Lawn sprinkler system repair including repairing/replacing heads and broken lines and timer.
19. Repair and maintenance of boiler system; conduct boiler inspections, read gauges and assure proper settings and operation.
20. Demonstrates knowledge of waxes, strippers, sealers, disinfectants, cleaners, degreasers, shampoos, de-foaming agents, carpet cleaning machines, buffers, burnishing pads.
21. Repair and maintain intercom system.
22. Troubleshoot, repair and maintain refrigerators, ranges and air conditioners.
23. Remove/replace/repair doors, and door casings.
24. Remove/replace/repair patio doors.
25. Re-screen windows and doors.
26. Works on various heating systems.
27. Remove/replace/repair windows.
28. Repair and/or replace locks; change key cores.
29. Troubleshoot and repair washers and dryers.
30. Conduct unit inspections, identify problems, conduct/assign repairs.
31. Conduct annual inventory of non-expendable equipment.
32. Maintain logs, all maintenance records and files.
33. Assist Executive Director in annual (CIAP) Comprehensive Improvement Assessment Program planning.
34. Maintains trash compactors.
35. Perform maintenance on emergency generator.
36. Assist Executive Director in preparing the annual public housing management assessment program for submission.
37. Conduct unit move in/out inspections.
38. Assist the Executive Director in preparing needs assessments, CIAP monitoring.
39. Report to Director any abnormal wear and tear on equipment and furnishings.
40. Any other work as assigned by the Executive Director.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATIONS:**

1. The ability to plan, organize and direct a maintenance department.
2. Minimum of 5 years experience in various trades preferred.
3. Minimum of 1 year supervisory experience preferable in the construction and/or maintenance field.
4. High school diploma or GED, supplemented by technical training.
5. Considerable knowledge of methods, practices, tools and equipment required to make general repairs in the field of appliance repair, carpentry, hydraulics, electrical, plumbing, landscaping, masonry, painting, asphalt repair and reseal, lawn sprinkler repair, drywall, lock and door closer maintenance, repair and replacement boiler inspections and knowledge of the proper tools, products and techniques, for the janitorial trade.
6. The ability to identify conditions which require maintenance and repair work and determine material requirements.
7. The ability to foster and maintain good working relationships with staff, tenants and the general public.
8. Must possess a valid Michigan drivers license with the ability to operate a motor vehicle and other power driven equipment.
9. Applicants may be required to take written and/or other examinations.

**PHYSICAL REQUIREMENTS:** Must be able to lift up to 50 pounds on a periodic basis. Requires considerable physical exertion at times and exposure to weather conditions. Must have good physical dexterity and hand-eye coordination.

Online applications are available at [www.baycounty-mi.gov](http://www.baycounty-mi.gov). If you would like to apply in person, you may complete an application at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, Michigan 48708-5121 no later than **4:00 p.m. Tuesday, January 15, 2013.**

**AN EQUAL OPPORTUNITY EMPLOYER**  
"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."